Deleting Cells

This option completely deletes selected cells, columns, or rows. The cells below or to the right of the deleted cells will fill the space.

1) Select a cell or a range of cells.
2) Select **Sheet > Delete Cells** on the Menu bar, or right-click inside the selected cells and choose **Delete** in the context menu, or press the *Ctrl+–* keys.
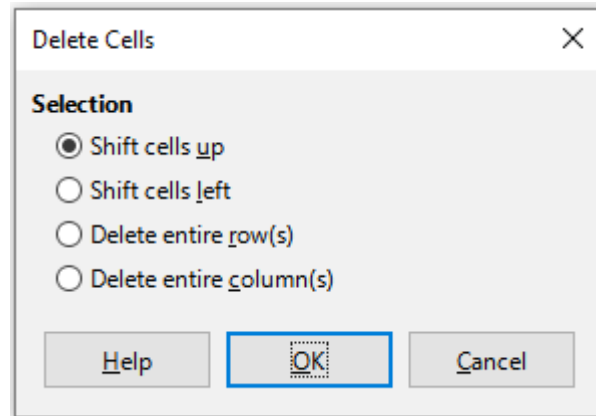

Figure 41: Delete Cells dialog

3) The Delete Cells dialog (Figure 41) provides four options to specify how sheets are displayed after deleting cells:
   – **Shift cells up**. Fills the resulting space with data from the cells underneath.
   – **Shift cells left**. Fills the resulting space with data from the cells to the right of the deleted cells.
   – **Delete entire row(s)**. After selecting at least one cell, deletes the entire row from the sheet.
   – **Delete entire column(s)**. After selecting at least one cell, deletes the entire column from the sheet.
4) To confirm the selection, click **OK**.

> ✅ **Note**
>
> The selected delete option is stored and reloaded when the dialog is next opened, until LibreOffice is closed. After opening LibreOffice again the delete option contains the default setting.

Deleting data and formatting

Data and cell formatting can be deleted from a cell at the same time. To do this:

1) Select a cell or a range of cells.
2) Select **Sheet > Clear Cells** on the Menu bar, or right-click inside the selected cells and choose **Clear Contents** from the context menu, or press the *Backspace* key.
3) In the Delete Contents dialog (Figure 42), choose any of the options or choose **Delete All**. Click **OK**.